

MEMORANDUM FOR: Executive Director
Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Research)

SUBJECT : Seminar in Management Practices

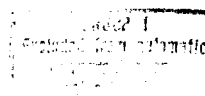
1. For the third consecutive year we have engaged the services of [redacted] to conduct a Seminar in Management Practices (SMP) for Agency personnel at the general level of GS-15. This year the SMP will be held [redacted] during the period 6 - 14 June. [redacted] will be assisted by the Management Training Faculty of the Office of Training.

2. Emphasis in the SMP will be placed upon human problems in organized effort. Differences in behavior, values, and ways of thinking will be explored and identified, and each participant will be able to compare his own assumptions and approaches with those of his peers and those presented by [redacted]. Methods of instruction will include lectures, case-studies, films, exercises, and role-playing techniques, thus affording variety and change of pace. Length of the Seminar has been set at eight days (Thursday evening through Friday of the following week) to permit [redacted] established program to be supplemented by selected material from Agency courses in management training. Participants will be expected to remain at [redacted] for the full length of the Seminar.

3. To insure Agency-wide participation it is considered desirable to establish registration quotas for major components of the Agency. Suggested quotas for filling the thirty-four available spaces are as follows:

DCI Area - 3	(plus 1 alternate)
DD/I - 9	(plus 3 alternates)
DD/P - 9	(plus 3 alternates)
DD/R - 4	(plus 2 alternates)
DD/S - 9	(plus 3 alternates)

This Seminar is for personnel who have not attended earlier seminars conducted by [redacted]. It is suggested, also, that nominees not include individuals who have attended OTR-conducted Management courses since 1959.



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4. To allow the Office of Training sufficient time to complete administrative arrangements, nominations (with alternates) should be submitted directly to the Director of Training by CSS Friday, 17 May 1963.

L. R. WHITE
Deputy Director
(Support)

MAY 23 1963